

Job Opportunity Bulletin

Post Date: 4/7/2017

ASSOCIATE ADMINISTRATIVE ANALYST

Salary Range: \$4,829 - \$6,048
Permanent, Full-Time
FINAL FILING DATE: 4/21/2017

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Would you like to work in a fast-paced environment that provides excellent customer service and knowledge & expertise sharing in the accounting field? DDS is committed to providing leadership, building partnerships and supporting choices. You too can be part of this organization!

Under the general direction of the Unit Manager in the Fiscal Systems Unit, the Associate Administrative Analyst (A/S) is responsible for the maintenance and operation of the Departments' California State Accounting and Reporting System (CalSTARS), for Headquarters, State operated facility and Developmental Centers.

For complete duties, please see the duty statement on the following page.

Please refer to:

Position #473-131-5304-001

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Robert Whitlock

All applications will be screened
and only the most qualified will be
interviewed.

KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Knowledge of principles and practices of financial record keeping.
- ❖ General knowledge of principles of accounting, governmental accounting principles and procedures.
- ❖ Knowledge of California State Accounting and Reporting System (CalSTARS).
- ❖ Apply accounting principles and procedures.
- ❖ Comprehensive understanding of Accounting principles and procedures as it applies to State government.
- ❖ Ability to analyze data to conduct reviews and audits, resolve problems and make necessary adjustments.

ADDITIONAL INFORMATION:

If you are ready to be a part of our DDS team, please submit an original signed State application (STD.678) by the final file date. All applicants will be considered; however, Re-employment/SROA/Surplus candidates will be given priority. Please include the basis of your eligibility (list eligibility or transfer must meet the minimum qualifications (MQs) of this classification and position # 473-131-5304-001.

If you are using list eligibility from an on-line exam to qualify for this position, you must include applicable documentation (i.e. copy of transcript, degree, license, etc.) with your application to verify meeting the MQs. The MQs will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.

CONTACT INFORMATION

Name: Robert Whitlock

Number: (916) 322-7660

Email: Robert.whitlock@dds.ca.gov



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

DUTY STATEMENT

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATIVE SERVICES DIVISION
FINANCIAL SERVICES BRANCH
ACCOUNTING SECTION
FISCAL SYSTEMS UNIT**

DUTY STATEMENT

JOB TITLE: ASSOCIATE ADMINISTRATIVE ANALYST, ACCOUNTING SYSTEMS**POSITION #: 473-131-5304-001**

POSITION DESCRIPTION: The Associate Administrative Analyst, Accounting System position is responsible for the maintenance and operation of the Department's California State Accounting and Reporting System (CALSTARS) for Headquarters, Developmental Centers (DC), and State Operated Facility (SOF). This position will be the Fiscal Systems Unit lead for the Fi\$Cal implementation.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Reports directly to the Staff Administrative Analyst, Accounting Systems.

Essential Job Functions:

- 25% Oversight and maintenance of Employee Master File (EMF) for the Developmental Centers and State Operated Facility. This function includes: (1) downloading and retaining daily maintenance to the EMF for all facilities, including Headquarters; (2) downloading and retaining the monthly labor reports for all facilities; (3) providing monthly listing of employees to all facilities; (4) creating and distributing a monthly listing of all undistributed labor for all facilities; (5) ensuring proper coding for facilities' physicians; (6) collection of labor hours for all facilities.
- 20% Liaison and Fi\$Cal lead for the Fiscal Systems Unit. Responsibilities will include, but are not limited to, attending Fi\$Cal Forums, providing training to Department staff, test modules for implementation, developing cost center structure, coordinate communication between the Department and other State Agencies, and resolve system issues.
- 20% Provide CALSTARS and Monarch technical assistance and support to Headquarters, DCs, and SOF staff under a centralized accounting system environment. This includes the Cost Reporting segment of the section for acquired expenditure information related to Headquarters, DCs, and SOF such as using Monarch to provide monthly expenditure reports to Headquarters' Sections, DCs, and SOF.
- 20% Provide CALSTARS coding for any new activities, programs, maintenance, or capital outlay for Headquarters, DCs, and SOF as needed. Provide revised listings of Program Cost Account (PCA) and/or Index codes for Headquarters, DCs, and SOF personnel.

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Marginal Job Functions:

- 5% Responsible for table set-ups in CALSTARS for new fiscal year and any preparation for year-ending processes. Provide the new fiscal year listings of PCA and Index codes for Headquarters, DCs, and SOF personnel.
- 5% Demonstrate journeyman level of competence in the development of Department accounting system and fiscal-related projects, i.e., use of project milestone charts, planning guides, analysis, alternatives/recommendations, and written reports.
- Display effective working relationships with all levels of the organizational hierarchy, within and outside of the Department. Perform and complete work assignments independently and with minimal supervision.
- 5% Provide training/workshops on the CALSTARS accounting system as necessary to Departmental staff at Headquarters, DCs, and SOF. Conduct special studies and prepare reports to provide program and/or fiscal data for reports requested.

WORKING CONDITIONS:

Open-spaced partitioned office, ability to move about, stand, reach, stoop or bend (may be required to lift up to 25 lbs.). Employee may be required to sit for long periods-of-time using a keyboard, monitor and mouse. Computer will be used daily approximately 60%-70% of the time on the following software applications (i.e. Microsoft Excel, and Word). Must be able to use various office machines: copier, scanner, fax, etc. During peak times including year-end processing, request for leave will be limited and approved on case-by-case basis.

DESIRABLE QUALIFICATIONS:

- Knowledge of Accounting principles and practices
- Communicate effectively (both verbally and written)
- Possess good interpersonal skills
- Ability to work independently and in a team environment
- Ability to organize and prioritize multiple work assignments.
- Ability to promote positive work environment and relationship with others

CERTIFICATION OR LICENSE: Not Applicable